

CENTRAL CONTACT REGISTER

FUNCTIONAL CHART

Office of the Chief

Responsible for the smooth and efficient administration of the Central Contact Register.  
Initiate and insure the practical adaptations within the Central Contact Register in line with over-all CIG policies.  
Assist all member agencies in developing a coordinated plan for using the Central Contact Register.  
Handle all personnel, fiscal and general administrative details for the Central Contact Register.

Procurement Division

Establish procedures, coordinated through the CIG Field Offices, for obtaining names and backgrounds of individuals who are potential sources of foreign intelligence, either through organizations or individually.  
Prepare essential forms and/or directions to be followed in obtaining the above information.

25X9A2

[REDACTED]  
Wherever necessary make arrangements to obtain name lists by mail.  
Make a regular check of the alien files maintained by

25X9A2

[REDACTED]  
Tap existing and possible future lists of U. S. specialists on foreign areas and subjects, such as those of the

25X9A2

[REDACTED]  
If personal contact is not practical from a field office and the Central Contact Register can assist its facilities so established to locate sources in the field will be available for the use of CIG and member agencies.

Control Division

Responsible for maintaining and securing the Master File; written information, records, and codes on each individual and organization incorporated into the machine files. Maintenance of Alphabetical and Code Files of all contacts and potential sources included in the Central Contact Register.  
Establish all security codes and devise new ones when, as and if necessary.  
Keep all security records and insure that a reasonably rapid check is made on all requests for contact permission, with FBI, Army, Navy and State.

Control Division (continued)

Responsible for recording and controlling all requests for information from the Central Contact Register.  
Verify all reports and lists prepared in response to requests and check these responses, based upon machine tabulations, with the original information in the Master File; this involves a responsibility for seeing to it that all potential sources of information disseminated from the Central Contact Register are truly capable of contributing the information desired.

Make certain that all possible sources of the information requested are clearly indicated in the response to the request.

Set up and maintain a Suspense File on those not in Alphabetical File.

Put into effect necessary controls to prevent duplication of requests reaching an individual or organization.

Carry out four-way security "name checks" for all foreign intelligence contacts for CIG and the member agencies.

Indexing Division

Set up the required codes for areas, subjects, professions and all other information to be entered on the machine cards; this will involve detailed knowledge of the Navy, Army, State, Air and CIG needs as exemplified in their Intelligence Directives, Monographs, and the like.

Responsible for breaking up all incoming information into the proper code or codes, verifying this coding, key punching the information (coded) onto punch cards, verifying the punching, and filing the cards in the Index.

Organize the files and separate indexes within the files into an efficient whole with sufficient regional and subject breakdown to handle the information received and to re-locate it quickly and accurately when the need for it arises.

Maintain a sufficiently flexible Index Division so that new breakdowns of subjects or finer classification of areas and additional biographic information can be added without altering the original and basic plan of operation.

Keep all codes current in terms of evolving intelligence requirements.

Tabulation Division

Responsible for analysing the Index and tabulating the punch cards in order to locate the information required relative to any request put to the Central Contact Register. Prepare initial lists and record reports for final verification of the Control Division.

Maintain a current list of standing orders and process all new cards against the standing orders.

Establish appropriate procedures for notifying requestors in CIG and the member agencies of information already procured relative to their problems.

Prepare all punch selector cards and handle all sorting, collating and tabulation for the Central Contact Register.